

DEPARTMENT OF EMPLOYEE RELATIONS



Pay Policy for Time Not Worked Because of Snowstorms, Natural Disasters or Civil Emergencies

— Summary —

City pay policy for time not worked because of snowstorms, natural disasters and civil emergencies when departmental operations are maintained and employees either arrive late or are allowed to leave early or when non-essential City operations are officially shut down by the Mayor.

Description

Revised 02/27/89 and 02/06/08

CITY PAY POLICY FOR TIME NOT WORKED BECAUSE OF SNOWSTORMS, NATURAL DISASTERS AND CIVIL EMERGENCIES

DEPARTMENT OPERATIONS ARE MAINTAINED

When departmental operations are maintained and employees either arrive late or are allowed to leave early, the following pay policies apply:

- A. FLSA nonexempt employees may use vacation, "Comp Time," or take the time off without pay for time not worked.
- B. FLSA exempt employees cannot have a pay deduction for a partial day absence. Management employees in Salary Grades 4 and above may use the "flexible schedule" provision established by Chapter 350-5.3 of the Milwaukee Code of Ordinances for time not worked. Management employees in Salary Grade 3 and below and other non-management, exempt employees may be required to make up the time paid but not worked or they may elect to use vacation or "Comp Time."

NON-ESSENTIAL CITY OPERATIONS ARE OFFICIALLY SHUT DOWN BY THE MAYOR:

The determination as to the personnel and/or activities deemed non-essential rests with the Department Heads. When non-essential City operations are shut down by the Mayor the following pay policies apply:

A. FLSA NON-EXEMPT EMPLOYEES

- 1. Employees who reported to work, including those who could not gain admittance to City facilities and report this to their supervisors immediately, are to be credited for at least two hours of pay or the time they worked, whichever is greater.

2. Regularly scheduled straight-time hours not worked because of the shut down may be charged to vacation or taken off without pay. If the employee prefers the hours can be paid and charged to 066, Compensatory Time Taken Off, and made up at 1½ time.
Employees with a positive compensatory time balance who elect to be paid and charge Compensatory Time Taken Off, may be allowed to makeup the snow time deducted from their balance at the discretion of the department.
3. On inclement weather days, when partial time is allowed for reporting to work, employees who call in sick will be granted sick leave time in the amount equivalent to the actual time allowed for those reporting to work. In addition, employees who are covered by the owed time provision will be allowed to owe the time on the same basis and in the same manner as the employees who reported. However, employees who were on sick leave the previous day or who provide a doctor's certificate will be allowed full sick leave for that day.

B. FLSA EXEMPT EMPLOYEES

1. Management employees in Salary Grade 3 and below and other non-management exempt employees who reported for work, including those who could not gain admittance to City facilities and report this to their supervisor immediately, are to be credited with at least two hours worked or the actual time they worked, whichever is greater. They cannot have a pay deduction for the balance of the partial day absence. They may be required to make up the time paid but not worked or they may elect to use vacation or "Comp Time."
2. Full day absences due to the shut down are to be paid and charged to 066, Compensatory Time Taken Off, and made up at 1½ time or, if the employee prefers, may charge this time to vacation or the time may be taken off without pay.
3. Management employees in Salary Grade 004 and above covered under the Flexible Schedule provision of the Milwaukee Code of Ordinances are to charge time not worked according to their departmental flexible schedule policy.

NOTE: Please note that bargaining unit employees may also be covered by special pay provisions as provided for in their respective collective bargaining agreements.